

# Application for Event Organised at JCKL

To : The Secretary General  
 THE JAPAN CLUB OF KUALA LUMPUR  
 No.2 Jalan 1/86, Off Jalan Taman Seputeh, 58000 Kuala Lumpur.

\*Please CRICLE the appropriate

Date of Application: \_\_\_\_\_

1	Applicant  (In principle, organiser and applicant must be the same)	*Corporate / Individual / Associate / Family Member / Circle (Incl. Katorea) Name or (Name of Circle & Person in Charge): _____ Membership No: _____ Tel/Mobile No.: _____ Fax: _____ E-mail : _____ Signature: _____
2	Form of Operation	Organise / Co-Organise / Co-operate / Sponsor / Etc
3	Name of Event	
4	Date & Time	Date: _____ Event Time: ~ Reservation Time: ~
5	Venue	1 <sup>st</sup> Hall / 2 <sup>nd</sup> Hall / Others (please specify _____) * Please check availability of venue, make reservation and rental payment at the Admin. Office
6	Estimated Number of Participants	#Must specify Member: _____persons (Performers: _____person, Guests: _____person) Non-Member: _____persons (Performers: _____person, Guests: _____person) Total : _____persons <b>【Participation of Non-members】</b> • Approval of Sub-committee-in-charge, Admin. Committee Meeting or Committee Meeting is required except for the events that concerning medical, educational and welfare.
7	Fees	* None / RM _____/person <b>【If fee is collected】</b> • Collection shall be based on the actual cost and non-profit making. • Item 9 must be filled in. • Approval of Sub-committee in charge, Admin. Committee Meeting or Committee Meeting is required
8	Estimated Revenue & Expenditure	<b>【Fill in this column only when Items 7 is applicable】</b>
9	Others/ Remarks	
	For office use	1. Approval by Office : Approved / To be discussed with Committee-in-charge 2. Notification to relevant Committee : Completed (Committee-in-Charge: _____) 3. Approval by Sub-committee-in-charge : Required(Date: _____) / Report Approved/Not Approved (Sub-committee-in-Charge: _____) 4. Approval by Admin. Committee Meeting: Required(Date: _____) / Report Approved/Not Approved 5. Approval by Committee Meeting : Required(Date: _____) / Report Approved/Not Approved